



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 300.17, *Acquisition of Employee Training* dated November 10, 2016.

SUMMARY OF CHANGES: Office name changed only; Section 5 Responsibilities, revised.

1. **PURPOSE:** This directive provides TSA policy and procedures for the acquisition of employee training.
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act, Public Law 107-71
 - B. Homeland Security Act of 2002, Sections 403(2) and 423
 - C. Training Policy Handbook, Office of Personnel Management
 - D. [TSA MD 1900.3, Training Records](#)
4. **DEFINITIONS:**
 - A. Government Purchase Card: A credit card used by authorized Government employees to acquire goods and services valued at less than \$3,500.
 - B. Miscellaneous Document Type 30: A document type within the Finance and Procurement Desktop (FPD) system that indicates a miscellaneous type of obligation. It is also known as a Miscellaneous Obligation.
 - C. Supervisor: An employee who serves in a designated supervisory role.
 - D. Training Officer: An employee who serves in a training officer role as defined and delegated by an Assistant Administrator, or equivalent.
5. **RESPONSIBILITIES:**
 - A. Office of Contracting and Procurement (OCP) is responsible for procuring training that requires the submission of funded purchase requests.

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- B. Office of Training and Development (OTD) primarily is responsible for issuing guidance and policy on the delivery method, format, and content of training that can be provided to meet employees' training needs. However, specified professional employee classification series within the federal government may have training standards or requirements that may develop from other sources.
- C. Business Management Offices (BMOs), or related offices, are responsible for assisting in the processing of SF-182s in OLC as reflected in the Procedures Section of this MD.
- D. Supervisors are responsible for determining and approving employee training needs in accordance with Office of Training and Development (OTD) and other applicable guidance.
- E. Employees are responsible for requesting training per needs identified in TSA Form 1901, TSA Career Plan, or other sources developed in concert with supervisors. Employees are also responsible for submitting the required Standard Form 182, Authorization, Agreement, and Certification of Training (SF-182) electronically through the TSA Online Learning Center (OLC).
- F. Training Officers are responsible for overall management of training within a specific office.

6. POLICY:

- A. Any training event (i.e. seminars, certifications, college courses, etc.) that incurs direct costs associated with tuition or books must be reported and approved via an SF-182. The use of the SF-182 is appropriate for group training requirements and where an individual employee's supervisor has approved his/her attendance in a specified training course offered by a training provider.
- B. An approved, funded purchase request shall be provided to OCP for all training requests: (1) greater than \$150,000; or (2) if the requested training requires customization or development and results in a change of price to the offered course price; or (3) if the class is offered on a price basis other than fixed-price per student (or offering, session, etc.). Courses need not be included in a published catalog to be considered commercial.
- C. The Government Purchase Card is the preferred (and strongly encouraged) method of payment for training requirements valued at less than \$3,500. An SF-182 may be used by organizations to obtain approvals for training requirements valued not greater than \$3,500. In some cases, training providers will require an approved SF-182. In the event that a training provider does not accept a Government Purchase Card for payment, the procedures for the use of an SF-182, outlined in Section 7 shall be used. In the event that a provider will not accept a purchase card transaction, or an SF-182, the requiring activity should consult their office's servicing contracting officer in OCP. Use of the Government Purchase Card shall be in accordance with all applicable directives and policy otherwise established for the purchase card program. Please note the prohibitions on split purchases when utilizing frequently used training vendors. (See the [TSA P-Card User Guide](#)). Attachment A provides an encapsulated summary of thresholds and methods discussed in this Management Directive.

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- D. Approvers and supervisors are encouraged, prior to scheduling and/or purchase of training, to work directly with vendors to discuss the terms and conditions of the training. For example, considerations such as cancellation, substitution, delays, payment procedures, and other factors that could impact the training should be discussed and agreed upon before the SF-182 is processed.

7. PROCEDURES:

- A. TSA Program Offices must report all training events electronically through the OLC. In accordance with this requirement, the employee accesses and submits an SF-182 from their learning plan in the OLC. The SF-182 is automatically routed for supervisor approval. (Additional guidance and instructions for this automated process can be found on the [OLC SF-182 Support Page](#)).
- B. First- and second-level supervisors, as well as the authorizing official, approve or deny the SF-182. The first and second tier supervisors are the individuals listed in the OLC Primary Supervisory field for the user and the first tier supervisor. The third tier Authorizing Official is typically a set of authorizers within a program office's BMO, or related office, who have financial authority and oversight.
- C. For non-purchase card acquired training, the business management function within the office, herein referred to as BMO, or related office, assigns an SF-182 training document number, adds the U.S. Coast Guard (USCG) Finance Center address (see Section 7(E)), and sends the completed SF-182 form (with document number) to the selected training provider, retaining a copy for the BMO's (or related office's) records. Specific SF-182 information that the BMO or related office is required to provide on the form can be found on the Attachment B to this directive.
- D. The BMO (or related office) or Financial Management Division (FMD) Accounting Branch, if access to the FPD is not available, enters the training document in FPD as a miscellaneous document type 30 (the training document is automatically approved and creates the obligation on save). All BMOs have access to FPD so that these obligations should be entered locally. The BMO (or related office) or FMD (in accordance with organizational policy) shall endorse Block E following recording of the obligation in FPD.
- E. Once an employee completes the training, the employee and their direct supervisor verifies this in the OLC and the course will pass to their OLC learning history. The BMO (or related office) or training officer (depending upon organizational policy) then sends the completed SF-182 to the USCG Finance Center by one of the following options:

Email: fin-smb-tsainvoices@uscg.mil or www.fincen.uscg.mil

Fax: (757) 413 -7314

US Mail: USCG Finance Center
TSA Commercial Invoices
PO Box 4111
Chesapeake, VA 23327

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- 8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

August 31, 2017

Ronald B. Gallihugh II
Acting Assistant Administrator for
Office of Contracting and Procurement

Date

EFFECTIVE

Date

Distribution: BMOs, Training Officers
Point-of-Contact: Office of Contracting and Procurement, Acquisition Policy Division,
TSAProcurementPolicy@tsa.dhs.gov

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Attachment A

Encapsulated Table of Section 6 Requirements

Purchase Method	Office performing the Purchase	Total Dollar Value of Employee Training Requirement	Training Characteristics
Purchase Card	Purchase cardholder within the TSA office requiring the employee training	\$1 to \$3,500	Commercially available fixed price per student or fixed price per class session
SF-182	Designated SF-182 processors in the Business Management Office within the TSA office requiring the employee training	Any training event (i.e. seminars, certifications, college courses, etc.) that incurs direct costs associated with tuition or books up to \$150,000 in total	(1) Commercially available fixed price per student or fixed price per class session, or (2) Commercially available fixed price per student or fixed price per class session at \$3,500 or below for the total amount when the vendor will not accept a purchase card transaction. (If the course will accept neither a purchase card transaction nor an SF-182, consult the Office of Contracting and Procurement for further guidance.)
Standard Federal Acquisition Regulation procurement by a warranted TSA Contracting Officer	Contracting Officer in the TSA Office of Contracting and Procurement with a complete, funded Procurement Request from the TSA office requiring the training	\$150,001 and above (see exceptions in the column to the right)	(1) Commercially available fixed price per student or fixed price per class session at an amount above \$150,000 (2) "Cost-reimbursement" priced training courses at any amount, or courses offered on any price basis other than a fixed price per student or fixed price per class session. (3) Unique TSA training requirement changes or additions to fixed price per student or fixed price per class session training courses that increase the initially offered price for such training, at any dollar amount

Instructions to Complete SF182

Document Number

The Document Number (Block C4 on the SF-182) should be assigned using the following format. The sequence number should be incremented for each consecutive training document. The full document identifier must be unique for each SF-182 and following the below format and example: “30 15 205 BOS* 001”

- 30 = Identifier as a training document (Do not change)
- 09 = Fiscal Year
- 20 = TSA (Do not change)
- 15 = Last Digit of Fiscal Year
- BOS = Three-digit airport code or HQ routing code
- 001 = number sequence for logging purposes 001, 002, 003

Billing Address

The billing address (Block C6 on the SF-182) should contain the Financial Center’s mailing address: United States Coast Guard Finance Center, TSA-Invoices, PO Box 4111, Chesapeake, Virginia 23327.